College Data Coaches, Data Collaborative for a Skills-Based Economy
Position Number: 8UL000183
Location: Flexible
 Full-Time, Permanent and Contract (full + part-time) opportunities
Typical Salary Range: $70,000-$90,000

About Education Design Lab
Education Design Lab ("The Lab") is a national nonprofit, an innovation engine that designs, tests, and implements unique education models and digital credentials that address the rapidly changing economy to ensure equitable outcomes for learners and earners. The Lab has partnered with some of the most aspirational institutions, and often their ecosystem partners, as they consider how to design their offerings to serve learners flexibly with more data-driven, human-centered models, processes and tools. Our biggest areas of work include improving career pathway visibility for New Majority Learners, micro-pathways, 21st century skills assessment and implementation, micro-credentials, alternative on-ramps to degree, upskilling workers, and training higher education leadership teams in change management and agile prototyping.

The Lab is unlike other organizations in the nonprofit education space. We are boundary-spanners and work across disciplines and alongside schools, employers, entrepreneurs, government, foundations, nonprofits, and innovators. We are known for our work on the ground and have significant experience managing national and local learning cohorts, working with organizations such as Ascendium, The Lumina Foundation, the Bill and Melinda Gates Foundation, the League for Innovation in the Community College, Walmart Foundation, American Council on Education, and the ECMC Foundation. To learn more about the work we do and what we care about, visit www.eddesignlab.org, and follow us on Twitter @eddesignlab.

About the Data Coach Role
The Data Coach will play a key role in supporting the work of the College Transformation Network + the Data Collaborative for a Skills Based Economy and will report directly to the Executive Director, Digital Transformation. You will be responsible for facilitating and supporting data capacity within the partner higher education institutions working with the Lab to build innovative alternative credentials. While many colleges have data structures for capturing traditional program and learner data, unique techniques, processes, protocols, and capacity is required to elevate information about short-term micro-credentials and micro-pathways. Therefore, you will have the opportunity to demonstrate talent in the understanding of data systems, data governance, data policy, and data design coupled with expertise in group facilitation, institutional structures, and creative problem solving. In this role, you will have flexibility to demonstrate project management, collaborative team building and the facilitation of a community of practice around data issues.

Responsibilities of the Data Coach
- Maintain data confidentiality, adhering to FERPA guidelines and data agreements.
- Plan, prepare, and deliver instructional activities for college representatives through engaging learning experiences.
- Facilitate the process of the college onboarding, designing, collecting, collating, and reporting to the Data Collaborative.
- Oversee and report to Data Collab team members on the status of colleges' engagement in all Data Collab activities, including account creation, data collection, survey administration, and data submission.
- Serve as a mentor, support and monitor of the data sourcing, collection, and transmission between Colleges and the Lab's Data Collaborative.
- Develop relationships with key staff at each college leading and implementing Data Collab activities, and participate in regular status calls with these individuals.
- Identify and utilize a variety of instructional resources and methods to support the learning needs of college contacts. Collaborate and act as a subject matter expert with an instructional designer to identify new content that might be required.
- Provide group and one-on-one support for colleges on data tools and resources
- Advocate the value and benefit to participation in the data collaborative and assisting colleges with optimizing the resulting data reports and dashboards
- Facilitate transformational conversations to helpfully interrogate data and its integrity to move towards action including elevating data issues of retention, progression and completion with colleges and the Lab's designers

Qualifications and Experience

Successful Candidates will have a majority of these skills or qualifications:

Adjacent Job Roles and Experience

It's possible that you may have held a previous job role working in a college office of the registrar, institutional research + effectiveness, information technology, student information system support or other data associated support function with familiarity in student information and registration systems. Three years of related work experience and comfort with data systems and the complexity of this work.

Data Expertise
- Experience in managing, utilizing, and improving institutional usage of data
- Experience in higher education (community college preferable) settings
- Ability to understand and address questions on data schemas and data submission requirements
- Identify "where" certain types of data might reside within a college setting
- Support the creation, review, and upload of college data files in alignment with data collaborative data standards
- Evaluate strengths and weaknesses of partner systems and process to recommend solutions, provide support, and reach pre-identified outcomes

- Can apply FERPA and other data protection guidelines in practice to enhance data security and privacy practice
- Able and comfortable contributing as an SME to the development of content and materials to inform the colleges including identification of college required data competencies to be integrated into the Micro-pathway Credential.

Project Management
- Develop and implement project plans, schedules, and milestones aligned with broader project deliverables
- Develop and oversee monitoring systems to assess and ensure colleges' progress against Data Collab requirements and milestones
- Integrate data plans with the larger project scope
- Utilize best practices in human design, training, and development to cultivate data skills within college partner teams
- Maintain strong relationships with internal Lab college design coaches and the college data contacts to achieved shared deliverables

Other (21st Century skills)
- Excellent organizational and follow through skills
- Detail-oriented
- Self-directed in work tasks and in learning
- Strong oral and written communication skills; ability to communicate ideas and information with clarity and precision. Can also communicate progress and barriers effectively and timely.
- Able to both implement and offer constructive feedback
- Demonstrate strong critical thinking and problem-solving skills
- Take initiative to manage the morale of others within a group/team
- Galvanize others to action toward shared outcomes
- Creating a safe and participatory environment in which college teams can co-design data solutions
- Ability to answer in depth questions about data to identify patterns and solutions
- Understand others' perspectives and feelings and to use this understanding to improve the quality of personal and professional relationships, behaviors, team cohesion, and performance

Data shows that women and BIPOC candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you!

Additionally, given the Lab's mission and programming, applicants with lived experience as first-generation college students, community college students, those who attended minority-serving institutions (HBCUs, HSIs, AANAPISIs etc.), those who have experience as non-traditional students, and other underserved populations, are particularly encouraged to apply for this role. We do not require a college degree for our applicants for the role.

Location

Due to the COVID-19 pandemic, the Lab is currently operating in a hybrid-work environment where team members are working remotely from their home offices. Greater Washington, D.C. Metro Area based employees have the option to work from our offices located in Dupont Circle, downtown DC in accordance with the office policies which are updated regularly with COVID-19 restrictions to prioritize the health and safety of our team members. Similarly, Lab staff are traveling as needed in accordance with our travel policy to ensure safety and comfort.

Compensation & Benefits

The salary compensation for the College Data Coaches will fall within a range between $70,000 -$90,000 annually.

The benefits package for full-time employees includes:
- 100% employer-paid medical and dental
- Short-term, long-term, and group life insurance coverage
- Sick-time provided as needed
- 403(b) - 100% matching after the first year
- Professional development stipend of up to $1500 annually after the first year
- Semi-annual organization-wide retreats
- Rest and Relaxation:
    - Up to 20 annual days PTO - time earned varies with tenure and starts at 10 days annually
        - The Lab is currently piloting a Responsible PTO policy for all full-time staff which allows managers to approve PTO with no limits
    - 11 paid federal holidays
    - 2 weeks paid organization-wide closures

Application Instructions

To apply, please submit a cover letter and resume using the [form linked here](#) as soon as possible. Applicants will be reviewed on a rolling basis until the position(s) has/have been filled. If you have any questions, please feel free to contact us via email at careers@eddesignlab.org.

Equal Opportunity Employer

For this role we are encouraging Black people, Latinx people, indigenous people, people of color, first generation graduates, people with disabilities, members of the LGBTQIA community, veterans and people with experience with community colleges to apply for this role. The Education Design Lab is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.